Payment Only Step-by-Step Guide

This section walks you through entering payment information for a payment only submission in the eNC3 and Information Reporting application.

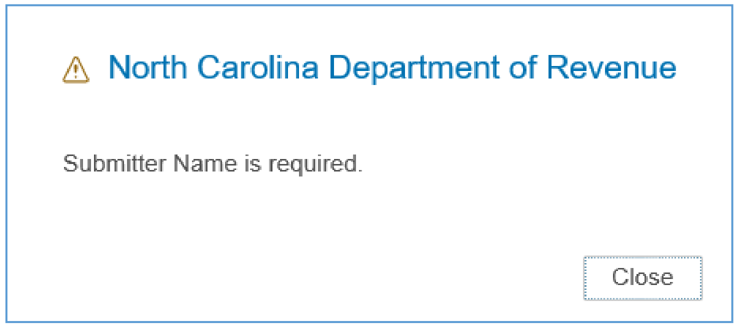
- [Watch a video tutorial]

You can submit a payment only submission if you have already filed an NC-3 and still need to make a payment. Click on New Payment Only Submission to begin.

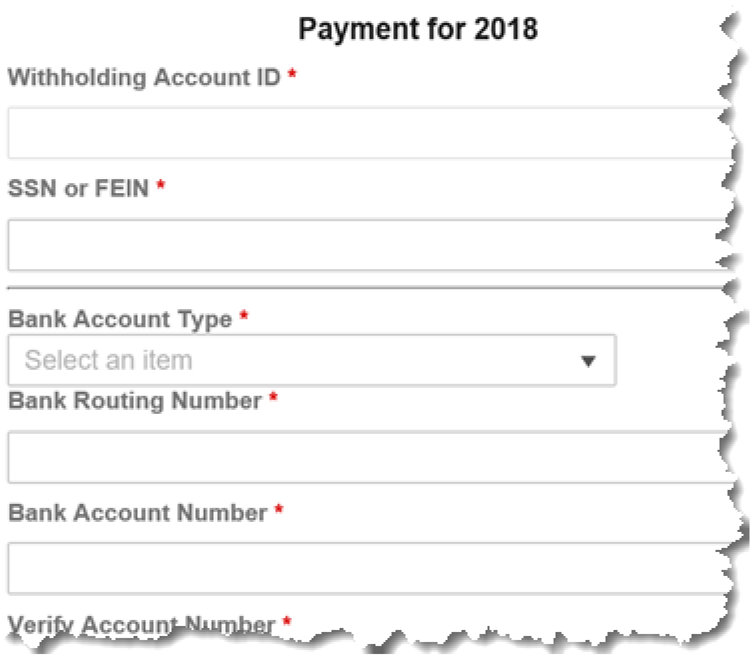
Step 1. Enter all required Submitter Information. Select the tax year and enter your name, company name, company address, title, phone number, and email address. Fields with a red asterisk are required.

- If you don't complete a required field or enter invalid information, the field will be highlighted in red.

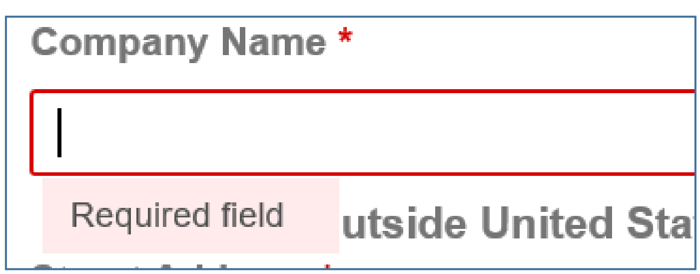
If you leave a field empty or enter an invalid phone number or email address, an error message will appear:



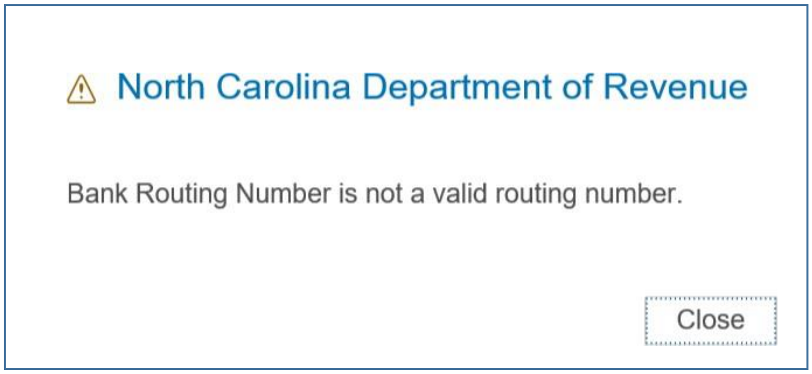
Step 2. Enter all required payment information. Fields with a red asterisk are required. Use the name, address, withholding account ID, and SSN or FEIN of the taxpayer account for which the payment is being submitted.



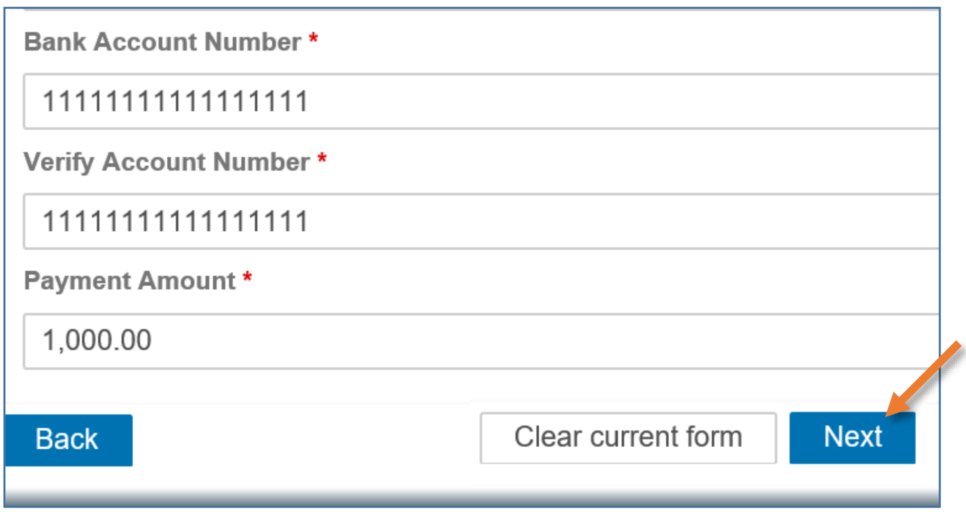
- If you don't complete a required field or enter invalid information, the field will be highlighted in red.



If you leave a field empty or enter an invalid bank or routing number an error message will appear:



Step 2. Once you've entered all the required information, click Next to continue to the Submission Review screen.



Resources:

- Watch our other eNC3 videos
- Review the eNC3 FAQs